

# Growing the Profession: Educator PDP Verification



## The **Top Ten Things** to Remember When Reviewing Educators' PDPs for **Plan Verification**

# Introduction

Thank you for agreeing to serve as a Professional Development Plan (PDP) team reviewer.

This Power Point is provided to assist you as you review Educators' PDPs for plan verification.

Your participation in the DPI PDP team training and on educators' teams is appreciated as you help to grow the profession under PI 34 – Wisconsin's Quality Educator Initiative.

# #10

## The Completed PDP: Documenting an Educator's Professional Journey

### ➤ The PDP:

- Focuses on the educator as a learner;
- Demonstrates the educator's learning through data driven results gained about the educator AND results with students;
- Tells the story of an educator's professional learning from the beginning to the end of the 3-5 year plan;
- Reveals the educator's ability to reflect on the implementation of the PDP, the ability to generate and analyze data, and the ability to provide evidence of verifiable professional growth and an impact on student learning.

# # 9

## Verification Pre-check

- Be sure you are the appropriate person to be reviewing the plan in front of you. An Initial Educator's PDP team is comprised of the following trained members: a peer (from the same category- teacher, administrator, or pupil services), an administrator and a representative from higher education. A Professional Educator's PDP team is comprised of three peers (from the same category-teacher, administrator, or pupil services).
- Check the date the license is due to be renewed. Remember, an Educator's plan may be three, four, or five years in duration.
- Timelines for three, four, and five year plans may be found at: <http://dpi.wi.gov/tepd/iess.html>
- It is recommended that a completed plan be submitted to the PDP team members between January and March of the final year of the plan. Reviewers need to return the plan with the verification signature form to the Initial Educator within 60 days of receipt of the plan.

# # 8

## Utilize DPI Resources

- Initial Educator Toolkit  
(<http://tepdn.dpi.wi.gov/files/tepdn/pdf/pdpinitialeducator toolkit.pdf> )
- Checklists, plan verification signature forms, timelines, component review forms (<http://tepdn.dpi.wi.gov/pdp/-information-for-pdp-team-members> )
- PI 34 FAQ (<http://dpi.wi.gov/tepdn/doc/pi34faqs.doc>)
- PI 34 Synopsis/Overview  
(<http://tepdn.dpi.wi.gov/files/tepdn/pi34synopsis.ppt>)

# #7

## The Educator Must Include the Signed Goal Approval Signature Form(s) with his/her Completed Plan

- A 2/3 majority was required for goal approval – Make sure that the form (or forms) is included with the plan and that two of the three team members approved the goal.
- The PDP team that reviewed and approved the goal may not be the same team that ultimately reviews and verifies the completed plan.
- At this stage, your role is not to approve the goal, but rather to review whether the activities completed and the evidence submitted demonstrate the impact of the educator's professional growth on student learning.



# # 6

## As You Read the Plan, Review the Questions Following Each Section to Assure All Components are Included

**Example:** Evidence of Professional Growth and  
Student Learning

➤ *Review Checklist for Evidence of Completion*

- \* Did the educator provide 3 to 5 pieces of artifacts and a description of each?
- \* Does the evidence verify professional growth?
- \* Does the evidence verify the impact of professional growth on student learning?
- \* Did the educator include annual reviews for each year of the plan except the first and final?
- \* Did the educator include his/her approved and signed Goal Approval Form?

# # 5

## The Annual Review: A Narrative Summary of Progress Made in Meeting the Goal

- The Annual Review must include:
  - Completion dates for objectives and activities completed during the year;
  - Reflection on professional growth;
  - Reflection on the impact of professional growth on student learning and
  - A description of any substantial revisions made in the goal, objectives, or activities.



# # 4

## Utilize the Component Review Form and Provide Guidance When an Initial Educator's PDP Does not Meet the Necessary Criteria

- For every “NO” on the Component Review Form, you must provide information as to what the educator must do for the component to receive a “YES.”
- The completed PDP should answer the following questions:
  - What new knowledge, skills, beliefs, or attitudes did the educator acquire?
  - How did this acquisition impact professional practice?
  - How did this acquisition impact student learning?
  - What documentation shows evidence of the educator's growth and the impact on student learning

# # 3

## Tips for Verification

- There must be evidence to verify.
- Evidence must be what the educator states it is (*Cross reference the pieces of evidence with the accompanying narrative.*)
- Evidence included must demonstrate professional growth.
- Evidence included must demonstrate an impact on student learning.
- Reflection is the author's interpretation of the data.

# # 2

## Check Your Biases at the Door

- You are not a teacher, grading a student paper.
- You are not judging the merit of the document in front of you. You are judging whether the activities completed demonstrate professional growth and student learning.
- You are a colleague, helping your peers as they endeavor to demonstrate professional growth and an impact on student learning.
- You are a professional and you bring unique experiences and expertise to the process.

# # 1

## PDP Ethics

- Service as a PDP team member is an important responsibility in maintaining a high quality educator licensing system *and* a high quality force of educators in the state of Wisconsin.
- By participating on a PDP team, you agree to fulfill all the requirements for approving and/or verifying another educator's plan of action.
- Your involvement ultimately influences the learning and achievement of students in Wisconsin schools.
- Your service to the profession is deeply appreciated.

# Conclusion

Thank you for the service you are providing as a PDP Team Member. We hope the information provided in this presentation is helpful as you review the initial educator's completed PDP.

**Teacher Education, Professional Development, and Licensing Team  
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